

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director, Office of Child Nutrition

DATE: October 16, 2003

SUBJECT: Operational Memorandum #01C-04 and #01H-04
Schedule for Submission of Reimbursement Claim Forms:

ED-103 Schedule D Reimbursement Claim for Day Care Centers
ED- 103 Schedule C Reimbursement Claim for Day Care Homes

Public Law 96-151 mandates time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the fifteenth of the month following the last day of the month covered by the claim or as noted below when the 15th falls on a weekend or holiday. Final claims, including revisions, must be submitted not later than 45 days following the last day of the month covered by the claim. Claims not filed or corrected within the 45 days may not be paid. The new schedule is listed below.

(1)	(2)	(3)	(4)
Claim Month	- DUE DATE - Received by State agency for prompt payment	Check due if received by date in (2)	- FINAL DEADLINE - SUBMITTED* TO STATE AGENCY BY THIS DATE TO BE PAID
October 2003	November 14, 2003	December 29, 2003	December 15, 2003
November	December 15	January 29, 2004	January 14, 2004
December	January 15, 2004	March 1	February 13
January 2004	February 17	April 2	March 16
February	March 15	April 29	April 14
March	April 15	June 2	May 14
April	May 14	June 30	June 14
May	June 15	July 30	July 15
June	July 15	August 30	August 13
July	August 16	September 30	September 14
August	September 15	November 1	October 15
September	October 15	November 29	November 15

* DEFINITION: SUBMITTED means - Mailed (postmarked)

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Claims **MUST** be postmarked by the date in column (4) to comply with the required time frame (45 days).
NOTE: Only the U.S. Postal Service postmark is acceptable for the 45-day final deadline. Claims received using agency postage meter dates will not fulfill the final deadline requirement.
3. Claim forms (original and/or revised) must be postmarked by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

If there are any questions about this information, contact the Bureau of Adult Education and Nutrition Programs as noted below.

Day Care Home Sponsors: Susan Bohuslaw at 860-807-2073 or Charlene Russell-Tucker at 860-807-2071. Day Care Center Sponsors: Susan Boyle at 860-807-2074, Susan Bransfield at 860-807-2076 or Benedict Onye at 860-807-2080.